

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Clerk Typist

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public

Location: New Haven Correctional Center

Hours: 2nd Shift 2:30-11:00 P.M. 40 Hours, Monday - Friday

Salary: \$34,565 – \$43,693 (New employees to the State start at the Minimum Salary)

Closing Date: April 16, 2014

Minimum Qualifications:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skills in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to perform a full range of clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

General Experience:

Six months as a typist or its equivalent.

Preferred Experience:

This position requires above average computer skills, Experience with large record systems and the ability to effectively communicate with facility employees, judicial, law enforcement and the public. This is an extremely fast paced environment/department where attendance, communication, and accuracy are critical.

Substitutions allowed:

Graduation from high school with coursework in typing.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions: Qualified candidates who meet the above requirements should submit a cover letter, a resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf Please submit your information to:

Greg Bollaro, Human Resource Associate
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Gregory.Bollaro@ct.gov

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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